



RECORDS RETENTION SCHEDULE

PUBLIC LIBRARY AND LIBRARY BOARD



Prepared by
LOCAL RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

Printed with State Funds

RECORDS RETENTION SCHEDULE

Signature Page

PUBLIC LIBRARY AND LIBRARY BOARD

Agency

December 13, 2001

Schedule Date

Administration

Unit

March 13, 2003

Change Date

March 13, 2003

Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

State Archivist and Records Administrator
Director, Public Records Division

Date of Approval

Chairman, State Archives and Records Commission

Date of Approval

The undersigned Public Records Division Staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

Date of Approval

Appraisal Archivist

Date of Approval

State/Local Records Branch Manager

Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC LIBRARY AND LIBRARY BOARD

Administration

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L0197	Donor Register and Receipt File (This record series lists material gifts, cash donations and memorials given by donors and may be maintained in paper or automated format).	P	Retain
L0198	Holding File (This is an inventory of the library's holding {books, materials etc.) Also known as Cataloging Cards and Shelf List Cards and is updated and changed periodically and may be maintained in paper or automated format).	I	Destroy when superseded
L0200	Acquisitions File (This record series lists library material (books, etc.) ordered and received and may be maintained in paper or automated format).	I	Destroy when superseded
L0202	Patron Transaction File (This is the circulation record for the library. It contains information from check-out slips, patron file for overdue material, check-out slips for unreturned books, circulation records and patron circulation records. This record series may be maintained in paper or automated format). (C) KRS 61.878 (1)(a) & OAG 81-159	I	Destroy when superseded
L0224	Patron Registration File (This record series is used to list the patrons (borrowers) of the library who may check-out materials. Maintained in paper or automated format). (C) KRS 61.878 (1)(a) & OAG 81-159	I	Destroy when superseded
L5333	Reference Transaction Record (C) KRS 61.878 (1)(a)	I	Destroy when no longer useful
L5334	Public Internet Workstation Reservation Record (C) KRS 61.878 (1)(a)	I	Destroy when no longer useful.

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record